

**BY-LAWS OF THE UTAH STATE BOARD OF EDUCATION
ADVISORY COMMITTEE FOR ADULT EDUCATION**

(REVISED NOVEMBER 15, 2005)

ARTICLE 1

Name

SECTION 1 The name of the committee shall be the Utah State Board of Education Advisory Committee for Adult Education, hereinafter referred to as the Committee.

ARTICLE II

Purpose

SECTION 1 The Committee has two major purposes: (1) to advise the Board pertaining to Adult Education, and (2) to review Utah's efforts to provide appropriate Adult Education services through the Utah State Office of Education. By accomplishing these two purposes, the Committee becomes an effective advocacy group for Adult Education.

SECTION 2 The Committee assists and works closely with the State Office of Education to help ensure the implementation of laws, policies, and budgets.

SECTION 3 In order to accomplish its purposes, the Committee shall (1) establish and maintain contact with persons, groups, and associations having an interest in Adult Education; (2) make recommendations to the Utah State Board of Education regarding significant issues in the education of adult students; (3) advise the Utah State Office of Education in its efforts to assure the provision of appropriate services to adult students; (4) assist the Utah State Board of Education by reviewing and making recommendations concerning legislation, rules, and guidelines affecting Adult Education; and (5) participate with the Utah State Office of Education in their activities and report findings and observations to the State Office and State Board as necessary.

ARTICLE III

Membership

SECTION 1 All members of the Committee shall be appointed by the Utah State Board of Education. Recommendations for names of persons to be appointed as members may be proposed by (a) current Committee members, (b) other community organizations and representatives, and (c) other interested parties.

Procedures

A. Membership

1. The members of the Committee shall be comprised of representation from the following organizations and/or agencies.

The groups listed below will be represented by one Committee member each unless followed by a two (2).

Educationally/Economically Disadvantaged	2 years, ends odd year
Prisons and Institutionalized	2 years, ends even year
Ethnic/Racial Minorities	2 years, ends odd year
Governor's Office of Ethnic Affairs	2 years, ends even year
Refugee Immigrants	2 years, ends odd year
Higher Education - Representing Colleges/Universities	2 years, ends even year
Higher Education - Representing Utah College of Applied Technology	2 years, ends odd year
At Large member	2 years, ends even year
Statewide Adult Education Associations	2 years, ends odd year
Adult Education Directors/Coordinators (2)	2 years, ends odd and even years
Superintendents	2 years, ends even year
Department of Voc-Rehabilitation	2 years, ends odd year
Community- or Faith-Based Organization	2 years, ends even year
Business and Industry (2)	2 years, ends odd and even years
Department of Workforce Services	2 years, ends odd year
Utah Family Resource Centers (PTA)	2 years, ends even year
Utah Education Network	2 years, and even year

B. Membership Appointment

1. Membership on the Committee will be limited to 19 individuals whose objectives support the work of the Committee. Members shall be entitled to vote in the affairs of the Committee. Another individual may substitute for the member and vote for the individual absent, if the member designates the person and communicates that designation to the chairperson and/or State Office of Education.
2. Substitutes may attend for the member on a limited basis. If a substitute still attends for a member after four meetings, the Committee may propose a new name to the Utah State Board of Education for replacement. Replacement of vacancy will be for the balance of member's original term.
3. The Committee may request that non-participating members who miss three consecutive meetings be replaced on the Committee.

C. Other Members

1. Ad hoc memberships on the Committee shall be open to any individual or organization whose objectives support the work of the Committee. Ad hoc members shall not be voting members and will not be on the Executive Committee. All ad hoc members must be approved by the Committee.

2. Non-members may be placed on the mailing list for meeting announcements and updates to committee action taken.

D. Membership Approval and Replacement of Members

1. The Utah State Board of Education and the Utah State Office of Education (USOE) hereby establish a process for approval of Committee members.
2. The State Board of Education will be notified if it becomes necessary to fill one or more of the 19 positions on the Committee. Replacement name(s) can be recommended by:
 - a. The Utah State Board of Education.
 - b. Current committee members.
 - c. Other community organizations and representatives.
 - d. Other interested parties.
3. Replacement names shall be submitted to the Committee.
4. The Executive Committee, in conjunction with the Adult Education State Office staff, will submit recommendations and individual sketch biographies to the Board for review and appointment.
5. The approved members of the Committee will be sent notification of their approval by the State Office of Education and be invited to attend the next meeting of the Committee.

E. Membership Development

1. The members of the Committee shall include entities, both public and private, with essential expertise and interest in addressing the needs of Adult Education, including faith-based and community-based organizations. The composition of the Committee will be balanced and broad-based.
2. To maintain or expand representation, the Committee may recommend to the State Board of Education, by simple majority vote, that membership be extended to include other groups.

ARTICLE IV

Committee Member Terms

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| SECTION 1 | All Committee members' terms shall be two years, with half the Committee renewed in odd-number years and half in even-number years, starting with the year 2005. |
| SECTION 2 | Terms will commence in January and end in December of the respective position year. |
| SECTION 3 | The Executive Committee members' terms shall not necessarily be concurrent with renewal years for other Committee members. |

SECTION 4 The Committee shall inform interested parties of upcoming vacancies on the Committee. Vacancies will be posted on the Utah State Office of Education website for a minimum of two weeks. Members whose terms are expiring but are interested in retaining a position on the Committee will be asked to submit a letter of such intent by September of the year of term expiring.

ARTICLE V

Officers -- Executive Committee

SECTION 1 The Executive Committee shall consist of the following elected officers: Chairperson, Chair-Elect, and a Past-Chair. The Chair-Elect will become the Chairperson at the end of the first year, while the current Chairperson becomes the Past-Chair, and a new Chair-Elect will be chosen from the current committee members. The state Director of Adult Education will be an ex-officio member of the Executive Committee.

SECTION 2 The Chair-Elect shall be elected by a simple majority of the members present at the regularly scheduled December meeting. Officers will begin their terms January 1.

SECTION 3 The Chairperson shall call and preside at all meetings, except in case of his/her absence. The Chair-Elect shall serve in the absence of the Chairperson. The Past-Chair shall serve in the absence of both the Chairperson and the Chair-Elect.

SECTION 4 Ad hoc committees may be established for specific tasks and for a designated time period.

ARTICLE VI

Meetings

SECTION 1 The time and place of regular meetings shall be determined by the Committee at the June annual meeting, in cooperation with the Utah State Office of Education. Special meetings may be called by the Chairperson as necessary. The schedule of all meetings shall be disseminated in writing to all Committee members.

SECTION 2 Two consecutive or three total unexcused absences of a member from regular Committee meetings shall result in an automatic request from the Committee to the Utah State Board of Education to name a replacement.

SECTION 3 All meetings of the Committee shall be open and public.

SECTION 4 All meetings will follow *Robert's Rules of Order*.

SECTION 5 Meeting notices and agendas will be sent to the Committee members and designated proxies ten days prior to the Committee meeting.

SECTION 6 When special meetings are required, the Executive Committee shall be required to give all the Committee members and/or proxies immediate notice. Electronic participation will be instituted when feasible.

ARTICLE VII

Voting

SECTION 1 A quorum of the Committee shall consist of members present.

SECTION 2 Decisions of the Committee shall be made by a simple majority of Committee members present.

SECTION 3 A Committee member so requesting shall have his/her vote recorded in the minutes; or, on request of any member, the vote of each member shall be recorded. A member may explain his/her vote of abstention, which shall be reported in the minutes.

SECTION 4 Proxy voting shall be permitted only by a designee who has been given written permission by the Committee member whom he/she is representing. This letter must be on file before a proxy designee will be allowed to vote in a Committee meeting.

SECTION 5 Implementation of an Executive Committee recommendation prior to a regularly scheduled meeting of the full Committee shall require a simple majority vote by the full Committee, by telephone or other personal contact. Otherwise, the Executive Committee recommendations must be presented and voted on by a quorum of the full Committee at the next regular meeting. In both cases, votes are to be recorded in the minutes for the next regularly scheduled meeting.

ARTICLE VIII

Public Information

SECTION 1 The Chairperson or designee shall serve as spokesperson for the Committee and report directly to the Utah State Board of Education.

ARTICLE IX

Amendments

SECTION 1 These By-Laws may be amended by a simple majority of a quorum at a regular meeting.

SECTION 2 Amendments to the By-Laws must be submitted in writing to the members at least ten (10) days prior to the next scheduled regular meeting.

Functions and Procedures to Implement the By-Laws

In order to achieve the purposes of the Committee, the following functions and procedures are established.

A. Functions

1. Establish and maintain contact with persons, groups, or associations having an interest in Adult Education, so as to remain knowledgeable and informed relative to public and private interests in the educational needs and resources for those adults. Information flow will be facilitated by continuous interaction with the Utah State Office of Education.
 - a. Each member of the Committee is responsible for bringing Adult Education concerns and issues to the Committee.
 - b. Each member of the Committee is responsible for sharing information with advocacy groups concerned about and/or with expertise in issues pertaining to adult students.
 - c. The Chairperson of the Committee or designee of the Chairperson acts as the liaison with the Utah State Board of Education and the Utah State Office of Education.
2. Formulate recommendations regarding significant issues in Adult Education, and communicate such recommendations to the Utah State Board of Education. It is the responsibility of each Committee member to raise issues that relate to his/her area of responsibility.
3. Respond to the Board as a single voice through the Chairperson and/or designee. Any minority reports should also accompany the Chairperson's advice to the Board.
4. Assist the Utah State Board of Education by reviewing and making recommendations concerning the need for new or updated legislation, rules, and guidelines affecting Adult Education.
5. Receive all pertinent information from Utah State Office of Education staff regarding programs, budgets, and issues involving Adult Education.

B. Procedures

1. Membership

- a. The members of the Committee shall include entities, both public and private, with essential expertise and interest in addressing the needs of Adult Education. The composition of the Committee will be balanced and broad-based.
- b. To maintain or expand representation, the Committee may recommend to the State Board of Education, by simple majority vote of a quorum, that membership to be extended to include other groups.

2. Duties of the Chairperson

- a. Assuring the scheduling of meetings for the Committee, task forces, and subcommittees.
- b. Developing agendas for regularly scheduled meetings with the Executive Committee. The State Director of Adult Education shall provide assistance as needed.
- c. Chairing all meetings of the Advisory Committee and Executive Committee, or making other arrangements if necessary.
- d. Coordinating with the State Director of Adult Education for all Committee activities.
- e. Establishing task force committees or subcommittees with the approval of the Committee.
- f. Assuring that all meetings of task forces are reported at the succeeding Committee meeting, and that recommended action is made a matter of record.
- g. Assuring that Advisory Committee minutes are completed and mailed to members and other appropriate recipients no later than 20 calendar days after each meeting.
- h. Reporting to Utah State Board of Education or making other arrangements, if necessary.

3. Expenses

The provisions for allowable expenses incurred by Committee members in carrying out the duties of the Committee shall be in accordance with policies set forth by the Utah State Office of Education.

4. Task Forces/Subcommittees

- a. Task forces/subcommittees will report on current activities at Committee meetings.
- b. Task forces/subcommittees will draft recommendations for discussion and vote of the Committee. The Chairperson of the task force/subcommittee will co-present the recommendations to the Utah State Board of Education with the Chairperson of the Committee when applicable.
- c. All activities by task forces/subcommittees shall be reported when the total Committee reconvenes, or at the Committee meeting immediately following the task force/subcommittee meeting, and be made a matter of record.

- d. Task forces/subcommittee membership shall be determined by the Committee Chairperson with input from the Committee.
- e. Membership on task forces/subcommittees may include representatives from the field as well as from the Committee.
- f. Task forces/subcommittees will be given a definition of task(s) and timelines.

5. Executive Committee Activities

The Executive Committee will:

- a. Meet at the call of the Chairperson to discuss and conduct appropriate business for the Committee.
- b. Act on behalf of the Committee when the Committee is not convened.
- c. Report all activities at regularly scheduled Committee meetings.
- d. Monitor and review all activities and recommendations of task forces.
- e. Develop agendas for regularly scheduled meetings.